NPT/CONF.2015/PC.I/INF/2*

Preparatory Committee for the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

31 January 2012

English only

First session
Vienna, 30 April-11 May 2012

Information for States parties, observer States and intergovernmental organizations

The present document provides preliminary information for participants in the first session of the Preparatory Committee for the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons. Any necessary additional information will be provided closer to the date of the session. Documentation and other information will be posted, as it becomes available, on the website of the 2012 Preparatory Committee (http://www.un.org/disarmament/WMD/Nuclear/NPT2015/PrepCom2012/).

* Reissued for technical reasons on 2 February 2012.

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I. Dates and venue

1. The first session of the Preparatory Committee for the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons (NPT) will be held in Vienna from 30 April to 11 May 2012.

2. The opening meeting will begin at 10 a.m. on Monday, 30 April, and will be held in Conference Room M1 at the Vienna International Centre.

II. List of speakers and general debate

3. The Preparatory Committee envisages that the general debate will commence on 30 April and conclude on 2 May. There will be no meeting of the Preparatory Committee on 1 May, when United Nations facilities will be closed.

4. The list of speakers for the general debate will be open from 10 a.m. on 5 April 2012. States parties wishing to add the names of their representatives to the list of speakers for the general debate are invited to contact the NPT secretariat (Mr. Hong Tan, Room DN-3501B, tel.: 1 212 963 7062, fax: 1 917 367 1767).

5. Given that a large number of States parties are expected to take part in the debate, the Chair-designate has indicated that it would be highly desirable for statements not to exceed five minutes so that the general debate can be completed within the envisaged time frame. Representatives speaking on behalf of a group of States are encouraged to deliver statements that do not exceed eight minutes.

6. Delegations are encouraged, whenever possible, to provide copies of their statements, as early as possible in advance of delivery, to the conference officer in Conference Room M1. States parties wishing to distribute copies of their statements are requested to provide at least 300 copies for the interpreters and for distribution in the meeting room. The United Nations does not provide photocopying services.

III. List of participants

7. States parties are requested to provide, in writing, the composition of their delegations at the session, as soon as possible and by no later than 16 April 2012, to the Secretary of the Preparatory Committee, Thomas Markram (Office for Disarmament Affairs, United Nations, Room DN-3506, New York, New York 10017, United States of America), or to the NPT secretariat (fax: 1 917 367 1767). To facilitate the preparation and early distribution of the list of participants, it is requested that electronic documents containing the names of representatives be provided in Microsoft Word or a compatible format. Electronic copies should be provided to Ms. Bertha Ortiz of the NPT secretariat by e-mail (ortiz1@un.org) as soon as possible but no later than 16 April 2012.

IV. Accreditation and registration procedures

8. Members of delegations who are not already accredited to the United Nations Office at Vienna are requested to fill in the registration form annexed to the present document (annex I), which may be photocopied, and to return it to the NPT

secretariat by no later than 16 April 2012 (Mr. Hong Tan, Room DN-3501B, tel.: 1 212 963 7062, fax: 1 917 367 1767). To facilitate the registration procedure, participants are requested to fill in the registration form using Microsoft Word and to provide electronic copies of the completed registration form to Mr. Hong of the NPT secretariat by e-mail (tan1@un.org) and by no later than 16 April 2012.

9. Providing the individual e-mail addresses of the participants in the registration form will ensure that all participants receive an automatic e-mail confirming their registration. The e-mail will also contain a link that will enable each participant to upload a photograph, which is needed to issue a pre-printed conference pass and which will therefore shorten the time needed to issue an access pass on the day of registration.

10. Identification passes will be issued at Gate One of the Vienna International Centre. Participants who have uploaded their picture in advance will be able to collect their pass from the area marked "Pre-printed conference passes". Participants who have not uploaded their picture in advance will be able to collect their pass from the Pass Office. Both places are located to the right after the entrance to Gate One. The Pass Office will be open from 8 a.m. to 4 p.m. from Monday to Friday. Participants will need their passport to collect their pass.

V. Documentation

11. Documents and statements for the first session of the Preparatory Committee will be available from the website of the 2012 Preparatory Committee (http://www.un.org/disarmament/WMD/Nuclear/NPT2015/PrepCom2012/).

12. Pursuant to the guidelines of the General Assembly on the submission of documentation (in particular, Assembly resolutions 52/214, 53/208 and 59/265), documents submitted by States parties should not exceed 20 pages (10,700 words). However, it is strongly recommended that documents not exceed five single-spaced pages (2,675 words) to reduce costs, facilitate translation and ensure timely issuance. Given the special circumstances under which the Review Conference and its Preparatory Committee works, States parties may submit pre-session documentation, including reports and lengthy working papers, to the secretariat up until six weeks before the start of the first session of the Preparatory Committee (instead of the usual 10) and by no later than 15 March 2012 to facilitate translation into the official languages and issuance two weeks prior to the session. In order to comply with these requirements, delegations are encouraged to provide only new information when submitting reports. States parties are requested to submit documents in Microsoft Word to the NPT secretariat, to Ms. Bertha Ortiz (ortiz1@un.org) with copy to Mr. Hong Tan (tan1@un.org). It should be noted that e-mail submissions only become valid upon acknowledgement of receipt from the NPT secretariat.

VI. Side events and exhibitions

13. The number of rooms available for holding side events during the first session of the Preparatory Committee is limited. However, States and organizations that plan to hold a side event utilizing United Nations facilities can apply for

consideration by completing the side event request form annexed to the present document (annex II) and submitting it to Ms. Junko Hirakawa (hirakawa@un.org) by no later than 30 March 2012. The availability of facilities is not guaranteed and applications will be considered taking into account the needs and requirements of the applicant. It should be noted that e-mail submissions only become valid upon acknowledgement of receipt from the NPT secretariat.

14. Limited space is available for exhibits. To request the use of such space and enquire about the relevant details, applicants should contact Ms. Hirakawa (hirakawa@un.org).

VII. Secretariat

15. The NPT secretariat may be contacted by telephone (1 212 963 7062) or fax (1 917 367 1767).

16. A provisional list of secretariat officials is provided below.

Area of responsibility	*Name*	*Telephone no.*	*E-mail address*
Secretary	Thomas Markram	1 212 963 0008	markram@un.org
Non-governmental organizations	Soo-Hyun Kim	1 917 367 3596	kim12@un.org
Side events	Junko Hirakawa	1 212 963 3031	hirakawa@un.org
Documentation	Bertha Ortiz	1 212 963 0846	ortiz1@un.org
Speakers list	Hong Tan	1 212 963 7062	tan1@un.org

Annex I

Registration form*

First session of the Preparatory Committee for the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons
30 April to 11 May 2012

Vienna International Centre
Wagramer Strasse 5
A-1400 Vienna, Austria

To facilitate the necessary administrative arrangements, we kindly ask you to fill in this form and return it to Mr. Hong Tan, Office for Disarmament Affairs, United Nations, Room DN-3501B, 405 East 42nd Street, New York, New York 10017. Mr. Hong can be contacted by telephone (+1 212 963 7062), fax (+1 917 367 1767) or e-mail (tan1@un.org).

Permanent Mission of to the United Nations		
Head of delegation	☐ Yes	
First name:		
Last name:		
Title:		
Date of birth: (dd/mm/yyyy)		
Nationality:		
Passport number:		
Passport expiration date: (dd/mm/yyyy)		
Contact address:		
Telephone number(s):		
Fax number(s):		
Mobile number:		
E-mail address:		
If you are carrying a badge from either United Nations Headquarters (UNHQ NY) or the United Nations Office at Geneva (UNOG), please indicate which:		
☐ UNHQ NY	☐ UNOG	

Kindly respond no later than 16 April 2012

* To be filled in by delegates who are not already accredited to the United Nations Office at Vienna.

Annex II

Side event request form

Please print details clearly and fill in all fields. This form must be returned by e-mail to Ms. Junko Hirakawa (hirakawa@un.org), United Nations Office for Disarmament Affairs by 30 March 2012.

Profile of the organizer		
Name of the organization		
Head of the organization		
Main activities of the organization		
Website of the organization		
Any past NPT event		
Profile of the event		
Title of the event		
Description of the event		
Proposed date (*Note*: The Vienna International Centre is closed on 1 May 2012; no meetings will be held on that date.)		
Proposed time and duration	From:	To:
Proposed venue		
Sponsors		
Speakers' names and affiliations		
Planning requirements		
Expected number of participants		
Assistance needed to obtain a United Nations pass?	☐ Yes ☐ No	If yes, please specify their names and affiliations.
Technical needs* (Cost to be borne by the requestor.)	☐ Overhead projector ☐ Name plates (please specify)	☐ other (please specify) _____
Contact information		
Name of contact person		
Mailing address		
Telephone		
Fax		
E-mail		
We agree to bear all costs incurred for the requested equipment and services. Signed by: (Authorized representative of the requestor.)		Date:

* A computer with remote keyboard and mouse, a power point projector, DVD projection facilities, a lectern and wireless Internet connection are available in all conference rooms.
Food and drinks are strictly prohibited in the conference rooms. Activities involving food and drinks are allowed only in the areas designated for this purpose. The United Nations will not facilitate these arrangements.